

# Robert Smith

## Audio Visual Specialist

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## SUMMARY

Audio Visual Specialist Innovative professional with six years of prior military service and supervisory skills. Proactive leader with refined business acumen and exemplary people skills. Ability to facilitate a team approach to achieve organizational objectives, increase productively and enhance employee morale.

## SKILLS

Management Skills , Computer Skills, Training Skills.

## WORK EXPERIENCE

### Audio Visual Specialist

ABC Corporation - 2015 - 2015

- Produced course instructional material.
- Included classroom manual, handouts, videotapes, as well as, compact discs.
- Maintained all course records that are shipped out to ensure the proper delivery of all instructional material.
- Oversaw the department when the supervisor was unavailable.
- Compiled reports of all activities performed and presented to the department manager.
- Assigned work to the other employees.
- Quality checked the newest versions of course materials.

### Audio Visual Specialist

Delta Corporation - 2012 - 2015

- Provided much of the input that went into the permanent installation to the room setups for projection, Polycom and Crestron phone systems, touch LED monitors and floor integrated panels.
- Installation of Audio Visual equipment and wiring into classrooms as a permeant location.
- Oversee the day to day operation of our distance learning studios and classrooms.
- Camera or audio board operator for live broadcasts from our onsite broadcast studio Set up video projects, videotape players, DVD players, film projects, and other A/V equipment for student and faculty use in classrooms.
- Created IDs for students and faculty.
- Filming special events on campus.
- Creating promo videos for various departments of the campus.

## EDUCATION

GED